



## **RECREATION COORDINATOR/ SENIOR RECREATION COORDINATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan and coordinate a specialized activity within a recreation program area such as adult and youth sports, aquatics, senior citizens services, special events, instructional classes, professional sports officials activities, special needs programs and recreational facilities maintenance and operations; or to develop, implement, and assist with programs within the City of Tempe's Library Division; or to supervise, plan, direct, and schedule a recreational facility and/or responsibility for the daily operations and management of a facility.

### **Supervision Received and Exercised:**

#### **Recreation Coordinator**

Receives general supervision from the Community Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical, clerical, contract and volunteer recreation staff.

#### **Senior Recreation Coordinator**

Receives general supervision from the Community Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over professional, technical, clerical, contract and volunteer recreation staff.

### **Distinguishing Characteristics:**

#### **Recreation Coordinator**

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

This is the journey-level professional class in the Recreation Coordinator series. This class is distinguished from the Senior Recreation Coordinator by the performance of less complex duties. Appointment to the higher level within the classification requires that the employee perform the full range of duties for a minimum of two years as a City of Tempe Recreation Coordinator with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

### **Senior Recreation Coordinator**

This is the advanced-level professional class within the Recreation Coordinator series. Employees within this class are distinguished from the Recreation Coordinator by the performance of the full range of duties, as well as overseeing the more complex assignments given to the Recreation Coordinator. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and are performing the full range of duties assigned to the class. Positions in this class are flexibly staffed and are filled by advancement from the lower class of Recreation Coordinator.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Supervise the hiring, scheduling, and training of all reporting staff; provide and coordinate staff, volunteer and contract staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Direct operations of a major facility and/or program to include the overseeing and administering of facility use contracts; act as liaison with school and community agencies to coordinate joint facility use or program agreements; maintain applicable compliance licenses.
- Promotes and schedules facility use; prepares event and facility marketing plans including developing and implementing sales and marketing plans to generate additional revenues and users.
- Evaluate facility operations; establish and administer operating policies and procedures for a major recreational facility and/or program; recommend improvements and modifications; prepare various reports on operations and activities including: facility use, participation numbers, safety reports, accident reports, and financial reports.

Page 2 of 12

*Effective November 1988*

*Reviewed October 1995*

*Revised November 2001 (added Kid Zone Enrichment Prog. Info)*

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*Revised Sept 2012 (added Aquatics duties; min quals; certifications)*

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

- Promote and coordinate specific activities within a recreational program area provided by the Recreation Division; oversee the operations of the sports officials program.
- Organize, schedule and implement recreational activities such as special events, athletics, senior citizens services, special events, instructional classes, professional sports officials activities, specials needs programs, adult or youth sports, aquatic programs, after school, instructional and cultural programs.
- Establish officiating policies, rules and procedures for efficient and effective operation of sports programs; monitor program compliance with laws, rules and regulations related to provision of recreation and related services; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Plan, organize, schedule and implement special events and activities relating to the assigned program; plan, prioritize, assign, supervise and review the work of contract staff involved in officiating activities; schedule and assign officials to teams.
- Plan, organize and conduct officiating training clinics for referees and umpires in both youth and adult sports leagues.
- Participate in budget preparation and administration program; prepare cost estimates for budget recommendations; submit justifications for budget times; monitor and control program expenditures.
- Establish wages for officials at various performance levels; prepare payroll for officials.
- Supervise the scheduling of recreational facilities for activities including instructional lessons, special events and outside organizations use; provide information and assistance to users of facilities.
- Develop survey instruments and implement surveys of program participants; interpret and record survey results; implement program changes.
- Develop marketing strategies and prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- Supervise the registration, collection of fees, and required paperwork for various recreational programs and/or facility use; maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for

Page 3 of 12

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## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.

- Provide information and referrals to program participants, school officials and community groups regarding program offerings and coordination of services.
- Maintain awareness of new developments in the field of recreation; incorporate new developments as appropriate into existing programs.
- Coordinate computer related functions and programs for the Recreation Division.
- Prepare and administer grant applications for park development and improvement projects.
- Evaluate and modify current risk management programs to ensure effectiveness and efficiency.
- May coordinate concession operations at recreation facilities.
- Perform related duties as assigned.

#### ***When assigned to Aquatics:***

- Plan, organize, promote, coordinate, and direct Aquatics programs, classes, activities and facilities.
- Evaluate facility operations; establish and administer operating policies and procedures for all aquatic facilities and programs; recommend improvements and modifications; prepare various reports on operations and activities including: facility use, participation numbers, safety reports, accident reports, and financial reports.
- Act as liaison with school and community agencies to coordinate joint facility use or program agreements as they pertain to the aquatics program.
- Develops and oversees the administration of facility use contracts as they pertain to the Aquatics program.
- Develop and monitor annual Division budget for Aquatics. Prepare and submit data relative to the Aquatics budget, as directed.

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

- Prepare and administer grant applications for programs and equipment.
- Recruits and hires all part time and seasonal staff to implement the aquatics program.
- Plans, organizes and conducts all required training ensuring that staff meets or exceeds current life safety standards and procedures.
- Guides the work and training of all aquatic staff to achieve quality programming.
- Supervise and evaluate all staff to maintain a quality work environment and ensure all policies and procedures are in place to deliver the Aquatics program to the community.
- Conduct surveys of program participants; compiles and analyzes data; recommends revisions or additions to programs as appropriate. Monitor and evaluate attendance, revenue and training.
- Establish policies, rules and procedures for efficient and effective operation of the Aquatics programs; monitor program compliance with state and city laws, rules and regulations related to provision of recreation related services; evaluate operations and make recommendations for improvement.
- Documents and monitors all pool chemicals daily to ensure the health and safety standards are maintained. Reports any potential problems to the appropriate staff.
- Coordinates regular safety inspections of the pool, building, grounds and equipment to reduce hazards and to provide maximum safety to patrons.
- Perform or assign proper daily maintenance of facility and equipment, completing related tasks as required.
- Perform related duties as assigned.

#### ***When assigned to Small Craft Boating:***

- Plan, organize, coordinate, and direct small craft programs and facilities to include the overseeing and administering of facility use contracts; act as liaison with school and community agencies to coordinate joint facility use or program agreements; maintain applicable compliance licenses.

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

- Evaluate facility operations; establish and administer operating policies and procedures for a major recreational facility and/or program; recommend improvements and modifications; prepare various reports on operations and activities including: facility use, participation numbers, safety reports, accident reports, and financial reports.
- Plan, promote, coordinate, and run all aspects of boating programs and special events for all age groups and the special needs population.
- Develop and monitor annual Division budget for small craft programs. Prepare and submit data relative to small craft program budget, as directed.
- Prepare and administer grant applications for programs and equipment.
- Coordinate boat storage facility and uses by outside groups; schedule usage of facility for classes, clinics, special events and outside organizations; provide information and assistance to users of facility.
- Recruit, train, and evaluate volunteer, permanent, seasonal, and contract staff; recommend selection of staff; work with employees to correct deficiencies; implement disciplinary procedures.
- Supervise, train and qualify instructors in the performance of their duties. Establish wages for instructors at various levels; prepare weekly payroll.
- Plan, organize and conduct training clinics for staff and outside user groups for the safe operation of small craft. Teach as a substitute for small craft classes.
- Develop schedules and plan activities for instructional program and special events. Develop and implement revenue generating activities and events to supplement program operation. Coordinate registration for all activities; collect and record registration forms.
- Conduct surveys of program participants; compile and analyzes data; recommends revisions or additions to programs as appropriate. Monitor and evaluate attendance, revenue and training. Plan and prepare material for publicizing the small craft programs for the public.
- Develop and monitor an ongoing program of accident prevention and general safety. Prepare accident, program registration, attendance, and other related reports.

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

- Establish policies, rules and procedures for efficient and effective operation of small craft programs; monitor program compliance with state and city laws, rules and regulations related to provision of recreation related services; evaluate operations and make recommendations for improvement.
- Work closely with focus groups, program participants, school officials, and community groups regarding program offerings and coordination of services; interpret policies and provides guidance.
- Confer with other division personnel, individuals, and public groups regarding small craft program planning and implementation. Work closely with the Rio Salado Operation Center staff to develop Lake User rules. Work closely with Arizona Game and Fish in the development of a small craft education program.
- Advise in the design and review for ongoing improvements to boat storage facility and equipment.
- Repair and maintain boats and equipment.
- Perform related duties as assigned.

#### ***When assigned to Adapted Recreation:***

- Develop, implement and evaluate programs for people with disabilities, such as after school programs, summer camps, social programs, Special Olympics and special events.
- Participate actively in inter-city special events committees.
- Establish and implement policies and procedures for program operation.
- Recruit, train, and evaluate volunteer, permanent and seasonal staff; recommend selection of staff. Maintain appropriate staff to participant ratios.
- Work closely with non-profit agencies, school officials, and city staff regarding program offerings and coordination of services.
- Monitor and maintain the State of Arizona Department of Developmental Disabilities contract; monitor program compliance with state laws pertaining to the contract; complete and submit monthly billing.

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

- Assist in the development and monitoring of the annual Department budget for the program.
- Continuously research new developments and trends in the field of adapted recreation and apply those to the program as deemed appropriate.
- Perform related duties as assigned.

#### ***When assigned to Racquet Sports:***

- Develops, promotes, and coordinates comprehensive tennis and racquet-based programs and facility operations for the City's public tennis facilities.
- Coordinate tennis facilities and uses by internal/external groups; schedule usage of facility for classes, clinics, special events and outside organizations; provide information and assistance to users of facility.
- Plan, organize, coordinate, develop lesson plans and conduct training clinics for tennis staff.
- Provide tennis instruction/lessons to enrolled participants.
- Develop and monitor an ongoing program of accident prevention and general safety.
- Confer with other division personnel, individuals, and public groups regarding tennis program planning and implementation.
- Advise in the design and review for ongoing improvements to tennis facility and equipment.
- Maintain awareness of new developments in the field of tennis; incorporate new developments as appropriate into existing programs.
- Prepare and administer grant applications for program/facility development
- Perform related duties as assigned.

#### **Minimum Qualifications:**

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## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

#### **Experience:**

#### **Recreation Coordinator**

Two years of experience in the implementation and coordination of recreational, social and cultural programs and activities, including some experience supervising and officiating recreation activities.

#### ***When Assigned to Aquatics:***

Requires two years of experience in the implementation, coordination and supervision of Aquatics facilities, programs and staff.

#### ***When Assigned to Small Craft Boating:***

Requires two years of experience in the implementation, coordination and supervision of small craft facilities and programs, previous experience in fiberglass repair and general boat repairs, and previous participatory and teaching experience in a small craft sport (rowing, sailing, canoeing and kayaking) required. Must be able to lift 50 pounds.

#### ***When Assigned to Adapted Recreation:***

Two years of experience in the implementation and coordination of recreational, social and cultural programs and activities, including some experience supervising recreation activities.

#### ***When Assigned to Racquet Sports:***

Requires two years of experience in the implementation, coordination and supervision of tennis facilities and programs, and previous participatory and teaching experience in the tennis industry. Must be able to lift 50 pounds.

#### **Senior Recreation Coordinator**

#### ***All areas of assignment:***

Two years of experience with the City of Tempe, in the implementation and coordination of recreational, social and cultural programs, or sports facility management and operations,

## CITY OF TEMPE

### Recreation Coordinator – Sr Recreation Coordinator (continued)

and activities according to the requirements of the assigned area, including one year of supervisory experience.

#### **Education:**

For both the Recreation Coordinator and Senior Recreation Coordinator:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, recreation administration or degree related to the core functions of this position.

#### **Licenses/Certifications:**

Requires the possession of a valid driver's license at the time of application.

May require the possession of, or required to obtain, appropriate umpiring and refereeing certificates for various sport programs including volleyball, basketball and soccer.

#### ***When Assigned to Aquatics:***

Requires the possession of a valid driver's license at the time of application.

Possess a recognized lifeguard training certificate or license.

Possess a recognized swim instruction certificate or license.

Possess a recognized CPR for the Professional Rescuer / AED certificate or license.

Possess a recognized First Aid training certificate or license.

#### Highly desirable certifications:

- Aquatic Facility Operators (AFO) certificate or Certified Pool Operators (CPO) certificate.
- Possession of an Instructor Trainer certificate for a recognized lifeguard training program.
- Possession of an Instructor Trainer certificate for a recognized swim instruction program.
- Possession of a recognized Water Fitness certificate.

***When Assigned to Small Craft Boating:***

Requires the possession of a valid driver's license at the time of application.

Possession of or required to obtain, First Aid, CPR and appropriate certificates for various small craft sports including rowing, sailing and kayaking. USRA Level II coaching certification desirable.

***When assigned to Adapted Recreation:***

Requires the possession of a valid driver's license at the time of application.

Possession of, or required to obtain, First Aid and CPR certification.

Certified Therapeutic Recreation Specialist (CTRS) required within 2 years of hire.

***When assigned to Racquet Sports:***

Requires the possession of a valid driver's license at the time of application.

Possession of, or required to obtain professional certifications from USPTA (United States Professional Tennis Association) (P1 or P2), OR USPTR (United States Professional Tennis Registry) Professional certification and N.T.R.P. (National Testing Rating Program) rating of 4.0 plus within six months of hire.

Possession of, or required to obtain First Aid, Automated External Defibrillator (AED) and CPR certification.

**Examples of Physical and/or Mental Activities:**

Pending

**Competencies**

Pending

**Job Code: 241 / 274**

**Status: Exempt / Classified**

CITY OF TEMPE  
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